

Council Communication

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CARRIE BOSLEY, INTERIM HUMAN RESOURCES MANAGER X6859

THROUGH: PATRICK BANGER, TOWN MANAGER X6864

MEETING DATE: APRIL 19, 2012

SUBJECT: HUMAN RESOURCES- ADOPT A RESOLUTION AMENDING THE PERSONNEL RULES

STRATEGIC INITIATIVE: Community Livability, Technology Leader, Financial Plan, Infrastructure, and Economic Development

This will provide additional latitude to address administrative items to effectively allocate resources to achieve excellence in all of our strategic initiatives.

LEGAL REVIEW

☒ Complete

☐ N/A

FINANCIAL REVIEW

☐ Complete

☒ N/A

RECOMMENDED MOTION

MOTION TO ADOPT A RESOLUTION

BACKGROUND/DISCUSSION

The Code of Gilbert, Article II, Division I, Section 2-31 adopts the Personnel Rules by reference. The Personnel Rules indicate that amendments are to be adopted by resolution.

Council last adopted revisions to the Personnel Rules at the meeting of June 9, 2011. It is at the request of the Town Manager to bring proposed amendments before Council to provide additional clarification and administrative latitude as it relates to key staff, internal appointments and classification changes. If approved, these changes will provide the Manager additional flexibility to effectively respond to organizational change and appropriately allocate resources to meet the needs and service levels for our community, while adhering to the annual budget adopted by Council.

A summary of the recommended changes follows.

RULE 1: ADMINISTRATIVE PROVISIONS

1.3.5. Key Staff: Added language clarifying at-will positions.

RULE 3: EMPLOYMENT

3.2 Methods for Filling Job Vacancies: Added language that allows management or the Town Manager to make internal appointments into an at-will position for which an employee possesses the minimum qualifications.

RULE 5: CLASSIFICATION AND COMPENSATION

5.1 Changes in Classification: Added language clarifying that the Town Manager may approve title and pay grade changes recommended by Human Resources.

The Resolution was reviewed for form by Attorney Kelly Schwab.

FINANCIAL IMPACT

None anticipated.

STAFF RECOMMENDATION

Staff recommends approval.

Respectfully submitted,

A handwritten signature in black ink that reads "Carrie Bosley". The signature is written in a cursive, flowing style.

Carrie Bosley
Interim Human Resources Manager

RESOLUTION NO. _____

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF GILBERT, ARIZONA, ADOPTING AMENDMENTS TO RULE 1 ADMINISTRATIVE PROVISIONS, RULE 3 EMPLOYMENT AND RULE 5 CLASSIFICATION AND COMPENSATION OF THE PERSONNEL RULES RELATING TO AUTHORITY OF THE TOWN MANAGER TO RECLASSIFY AND APPOINT EMPLOYEES TO POSITIONS, PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS AND PROVIDING FOR SEVERABILITY.

WHEREAS, the Town Council has adopted Personnel Rules governing the hiring, retention, discipline and workplace behavior of the Gilbert's employees the Code of Gilbert has adopted the Personnel Rules by reference; and

WHEREAS, the Town Council has determined that the amendments to the Personnel Rules set forth below are in the best interests of Gilbert and its employees.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the Town of Gilbert, Arizona that Rule 1 Administrative Provisions, Rule 3 Employment and Rule 5 Classification And Compensation of the Personnel Rules are hereby amended to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

Section I. In General.

RULE 1 ADMINISTRATIVE PROVISIONS

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1.3.5 KEY STAFF

The Town Clerk shall serve at-will at the pleasure of the Council, in accordance with the Code of Gilbert.

Assistant Town Managers, ~~and~~ Department Directors, AND POSITIONS AS DESIGNATED BY THE TOWN MANAGER shall be appointed by and shall serve at-will ~~and at the pleasure of the Town Manager.~~

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RULE 3 EMPLOYMENT

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3.2 METHODS OF FILLING JOB VACANCIES

Recruitments to fill vacancies shall be initiated by submission of a completed Requisition to Human Resources. All employees, including probationary, part-time and seasonal employees, shall be eligible to apply for both Internal and External recruitments.

Vacancies shall be filled by appointment ~~from eligibility lists~~, by intergovernmental agreement with another public agency, or by transfer or demotion as provided for in the sections that follow.

An employee shall hold only one authorized paid position with Gilbert.

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3.2.7 APPOINTMENT

AN EMPLOYEE MAY BE APPOINTED INTO AN AT-WILL POSITION BY THE TOWN MANAGER OR BY MANAGEMENT, SUBJECT TO THE TOWN MANAGER'S APPROVAL, FOR WHICH AN EMPLOYEE POSSESS THE MINIMUM QUALIFICATIONS. ALL APPOINTMENTS SHALL BE SUBJECT TO THE AVAILABILITY OF FUNDS WITHIN THE ADOPTED BUDGET.

MANAGEMENT SHALL CONTACT HUMAN RESOURCES TO OBTAIN THE PAY RATE RECOMMENDATION PRIOR TO COMMUNICATING A RATE TO THE EMPLOYEE.

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RULE 5 CLASSIFICATION AND COMPENSATION

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5.1 CLASSIFICATION

Human Resources shall establish and maintain a job classification system as authorized by the Town Manager. Positions shall be assigned to job classifications based on the nature of job duties and responsibilities. Positions with substantially similar responsibilities and qualification requirements shall be assigned to the same classification to permit use of a single job title and pay grade. The addition of new jobs to the classification system, as well as the reclassification of existing jobs, shall require approval by the Town Manager ~~and authorization by the Council.~~

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5.1.2.1 Revisions Resulting in New Pay Grade Assignment and/or Title Change

The creation or update of classification descriptions which results in a recommendation for a new title and pay grade or a pay grade adjustment or title change shall be authorized by the Town Manager ~~and the Council.~~ Changes shall be effective at the beginning of the pay period following

~~Council approval or as authorized by the council~~ APPROVAL BY THE
TOWN MANAGER.

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Section II. Providing for Repeal of Conflicting Resolutions.

All resolutions and parts of resolutions in conflict with the provisions of this Resolution, are hereby repealed.

Section III. Providing for Severability.

If any section, subsection, sentence, clause, phrase or portion of this Resolution, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF
GILBERT, ARIZONA THIS 19TH DAY OF APRIL, 2012.

John W. Lewis, Mayor

ATTEST:

Catherine A. Templeton, Town Clerk

APPROVED AS TO FORM:

Curtis, Goodwin, Sullivan, Udall & Schwab, PLC
Town Attorneys
By: Susan D. Goodwin

Resolution No. _____

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I hereby certify the above foregoing Resolution No. _____ was duly passed by the Council of the Town of Gilbert, Arizona, at a regular meeting held on _____, 20____, and that quorum was present thereat and that the vote thereon was _____ ayes and _____ nays and _____ abstentions. _____ Council members were absent or excused.

Catherine Templeton, Town Clerk, CMC
Town of Gilbert